



**MINUTES OF THE SPECIAL MEETING
OF THE NORTH COUNTY LIBRARY AUTHORITY HELD ON
MONDAY, AUGUST 30, 2021, AT 5:30 P.M.
Virtual Meeting, recorded on Zoom**

ESTABLISHED QUORUM AT 5:33 P.M.

Quorum was established at 5:33 pm and the meeting was called to order. All five Commission members were present for roll call.

PUBLIC COMMENT

None

President Fligor introduced new Los Altos City Manager Gabe Engeland, who thanked the Commissioners and community members for the work they perform in support of the libraries. He stated the City is here to support these efforts.

ITEMS FOR CONSIDERATION/ACTION

1. Approval of minutes from Regular Meeting on 5/10/21

Motion was made by Vice President Hill to approve the minutes and seconded by Secretary Epstein. The motion passed 4-0 with Commissioner Schmidt abstaining.

AYES: Epstein, Fligor, Hill, Meadows

NOES: None

ABSTAIN: Schmidt

ABSENT: None

2. Adopt Revised NCLA Annual Budget FY 21-22

Liaison stated the annual budget was adopted at the May 10, 2021 meeting but questions were raised about credits to the budget during the year of COVID-19. The Commission asked Secretary Epstein and Liaison Scott to meet with County Administrative Services Director Griffen to follow up on questions discussed by the Commission. That meeting occurred June 3, 2021 and Mr. Griffen agreed to credit additional funds to NCLA. The revised budget reflects these adjustments by 1) restating the line item with the full expected cost for County staffing; 2) restating the line item with the value of credits from ERAF and other sources; and removes the line item for Emergency Resource Fund of \$50,000.

Public Comment:

Mr. David Struthers expressed a concern for the budget line item for \$50,000. He felt this item is not needed.

Mr. Pierre Bedard spoke as a member of the public to recommend the \$50,000 remain as a contingency fund. It was initially added to the budget to address negative impacts from COVID-19. He stated we are not yet past COVID-19 and could help as we work to come out of the crisis.

Secretary Epstein stated last year was the first time any such line item existed and it was added as COVID-19 began when the financial future was uncertain. The Santa Clara County Library System has an emergency fund of \$19 million and can cover special costs resulting from the pandemic, such as additional Ebooks and online materials. She stated creating this line item may build an expectation these funds should be spent.

Motion to approve the revised budget as proposed without the \$50,000 line item and with the restatements of line items on County Staffing costs and Credits, made by Secretary Epstein, seconded by Vice President Hill. The motion passed 5-0.

AYES: Epstein, Fligor, Hill, Meadows, Schmidt
NOES: None
ABSTAIN: None
ABSENT: None

3. Status of NCLA Funds Transfer from City to County

Liaison confirmed the City executed the transfer of remaining NCLA funds to the NCLA account at Santa Clara County. Some questions remain about interest earned while the City held NCLA funds as the City has not received financial reports for 2 years. Commissioner Epstein has worked for 4 years reviewing the financial reports provided and credits City Manager Engeland's support to finish this last step of transferring funds. Commissioner Epstein raised three issues: 1) interest due to NCLA on the \$58,977 that was paid recently but had been due to NCLA since October 2019; 2) interest that should have been earned on NCLA funds from parcel tax revenues that were not deposited into NCLA's LAIF account; and 3) request to receive year end financial reports for the prior two fiscal years.

A question was asked if the analysis conducted by Mr. Russ Morreale addressed the questions above. Commissioner Epstein replied Mr. Morreale was asked to look specifically at the amount due from the co-mingled fund, which he did. These other issues were not in his scope.

When asked what the estimated amount owed is, Commissioner Epstein responded approximately \$60,000 could have been earned on parcel tax funds held, based on LAIF interest earned over time.

Public Comment:

Mr. David Struthers stated he was pleased these issues are being addressed by the City.

The Commission discussed further and Commissioner Hill commended Commissioner Epstein for her attention to detail and persistence to study these issues. Consensus was reached for the Ad Hoc Subcommittee consisting of Commissioner Epstein and Liaison Scott to draft a letter for President

Fligor's signature that factually states the pending issues and submit to the City to determine, to the extent they are able, how they can address these issues.

4. Update from Santa Clara County Library Staff

County Library System Administrative Services Director Griffen reported the Bookmobile Manager was recognized nationally as the outstanding bookmobile librarian for 2021. Free homework help will be available at the Los Altos Library 9/20/21 through 12/17/21.

Los Altos Community Librarian Rose Baiza reported starting September 20th Los Altos Library will expand evening hours on Mondays and Tuesdays, staying open until 9 pm. The Library is not able to return to pre-pandemic hours yet as some staff are assigned to support vaccination efforts. Librarian Baiza expressed thanks to Friends of the Library for supporting the summer reading program. Kids receive a free book upon finishing the program; teens receive an Amazon gift card for completion and adults are entered into raffle for a Kindle.

Checkouts increased 10% to July, and then typically decrease over the summer as people travel. Increases to the number of returned items. Patrons served at the Library increased 12%. Library staff have taken the GoGo Biblio to the Los Altos Farmers Market and will host their first in-person outdoor event to celebrate Hispanic Heritage month with a puppet show. This event was supported by Friends of the Library and Parks & Rec Department. LALE is hosting a talk on Artificial Intelligence for Science & Technology Week. The Grab-n-Go kits for kids to take home are very popular. Additionally, the Library is pleased to offer new videos of story time in other languages.

The Library Commission conducted research and proposed a service called Open+ allowing access to materials in the Library when there are limited staff after hours. Staff is working on this issue and will provide additional information in the future.

The Commission thanked the Library staff for all they do.

A question was raised about the prospect of providing open library hours on Sundays, and that is a priority.

Public Comment:

Pierre Bedard commends the Library System for moving forward on additional open hours and appreciates working with Librarian Baiza and Administrative Services Director Griffen.

5. Consideration of Administrative Support for NCLA

6. Consideration of Outstanding Invoice for Liaison Services

The Liaison reviewed the history of administrative support to NCLA which originally was provided by City of Los Altos staff until January 2018, when a consultant was hired by the City to provide support to NCLA. With the adoption of Amendment No. 1 to the Joint Powers Agreement, the City has notified the consultant they will no longer procure these services. Administrative costs that should be borne by the two Member Entities pursuant to the JPA have been billed up through June 2019. Costs incurred since that time have not been billed.

The issues for consideration are 1) confirm the approach to Administrative support going forward and 2) address invoices received recently for administrative support. The legal framework in the JPA states City of Los Altos will provide staff and basic services at no cost to the NCLA, and the Amendment No. 1 allows for NCLA to decide to select and pay for administrative support with majority approval.

Discussion continued with a description of the first 31 years NCLA received administrative support from the City of Los Altos, and a desire to return to that model. A concern was raised about NCLA expenditures supporting administrative support, but previous discussion and an opinion from prior Authority legal counsel addressed that issue. Commissioners would like to clarify specific tasks required for administrative support.

The Commissioners discussed the billing of costs up through June 2019 between the two Member Entities, with administrative costs billed to City of Los Altos. Commissioners reaffirmed the desire to return to working with Los Altos staff for administrative support.

The role of treasurer had been provided by City and is very important. City should support because they have tools we don't, such their website. Recommendation NCLA phase into a new working model with the City to allow everyone to adjust. We are still working around the pandemic, and a pragmatic approach makes sense.

The NCLA Attorney is looking at the role of Treasurer; the Commission can evaluate options at the next meeting with input from NCLA Attorney.

Recommendation extend MRG contract through this calendar year 2021, and look to gaining support for City staff to provide administrative support starting January 2022. Commissioners Fligor and Meadows can discuss with City Manager Engeland.

Commissioner Epstein motioned to send bills to the two Member Entities for legal, audit expenses and pending administrative costs consistent with the previous round. If City of Los Altos refuses to pay the administrative costs find another way to pay. No second, motion failed.

A consensus of the Commission identified these follow up steps:

1. Direct Liaison to work with NCLA Attorney to prepare contract with MRG through 12/31/21 and payment for MRG of pending invoice.
2. Commissioners Fligor and Meadows will meet with City Manager Engeland on what support City of Los Altos can provide beginning 1/1/22.
3. Role of Treasurer – NCLA Attorney to provide a review of this issue.
4. Liaison send invoices related to legal and auditing and complete on an annual ongoing basis.

Motion made by Commissioner Fligor to direct Liaison to work with NCLA Attorney to prepare a contract between NCLA and MRG from 7/1/21 to 12/31/21 and the dates can be adjusted as needed. Commissioner Meadows seconded. Motion passed 4-0 with abstention of Commissioner Epstein.

AYES: Fligor, Hill, Meadows, Schmidt
NOES: None
ABSTAIN: Epstein
ABSENT: None

DRAFT

The Liaison will provide a chart of duties to Commissioners Fligor and Meadows prior to their meeting with the City Manager.

Information items:

No report.

Commissioner Reports:

None

Future Agenda Items:

Commissioner Hill – Library Commission on next meeting on restarting Library Redevelopment Project.
Epstein – expanding NCLA borders to include County . before ballot measure.

Next meeting 10/18/21 at 5:30 pm.

Adjourn 7:24 pm